



Illingworth Library Services / Charges

Service		Charge Per Page
Printing		Self Service
A4	B&W	5p
A3	B&W	10p
A4	Colour	25p
Photocopying		
	B&W	Colour
A4	5p	25p
A3	10p	50p
Acetates		Each
		15p
Document Supply Service		Charges
Document Supply Fee - Paper/electronic articles Pre-paid or account holders only (only supplied to SCH NHS FT / Jessop Wing with a current library ticket)		15p per A4 side Max Charge £3.00 per article
British Library On Demand – price is determined on application and by delivery method Requestor will be asked to agree payment before order		£12 Std. per article
Scanned Documents		Self Service
Photocopier Scan to PDF/JPEG Format (to SCH emails only)		Free
Service		
Document Lamination	Self Service	Library Service
A4 /A3 (own pouches used)	Free	N/A
A4	25p	£1.50
A3	50p	£2.00
NB. It may not be possible for staff to carry out lamination immediately. A time for collection will be agreed when document(s) is / are brought in for laminating.		
If there is something you need, that is not listed here, please ask library staff.		

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Service				Charges
Unibind Steel Binding - A4 documents bound using Steelcrystal				
1 –25 pages				£3.00
26 – 55 pages				£4.00
56 – 100 pages				£4.50
101 – 160 pages				£5.00
Plastic Comb Binding	Comb only	Acetates/Card Only	Self Service (inc covers & comb)	Library Service (inc covers & comb)
Up to 8 mm	25P	25p	50p	£1.50
10 – 19 mm	50P	25p	75p	£2.50
20mm +	75P	25p	£1.00	£3.50
NB. It may not be possible for staff to carry out binding immediately. A time for collection will be agreed when document(s) is / are brought in for binding.				
CDs / DVD's				Per Item
CD-R's (Recordable only)				£1.00
DVD's				£1.00
Stationery				Per Item
Pens				20p
Pencil				10p
Small Envelopes				5p
Large Envelopes				10p
A4 Document Punched Pocket				5p
A4 Cut Back Document Wallet				10p
A4 Paper – Per Sheet				1p
A4 Lined Note Pad				£2.50
If there is something you need, that is not listed here, please ask library staff.				
Fines for overdue Items				Per Item
Overdue Item - Per Item/Per Day				20p
Overdue Reserved Item- Per Item/Per Day				50p
The maximum fine for any item in a single overdue period*				£15.00
*Fines start to accrue on the day an item becomes overdue and the overdue and fine period restarts if an item becomes overdue after subsequent renewals.				
A loan stop occurs when fines/charges for library services reach £10.00 this will result in a withdrawal of library services until the fines/charges are paid.				
When an item on loan is not returned, lost or damaged the borrower will be charged for the replacement cost of the item as stipulated by the library (as per the library regulations.)				